



# USAID | BENIN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72068019R10001**

**ISSUANCE DATE:** 1/30/2019

**CLOSING DATE/TIME:** 02/22/2019

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (*Local Compensation Plan*)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

*Clemencia Acacha Bonou*  
**Supervisory Executive Specialist**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72068019R10001
- 2. ISSUANCE DATE:** 1/30/2019
- 3. CLOSING DATE/:** 2/22/2019
- 4. POSITION TITLE:** Human Resources Assistant
- 5. MARKET VALUE:** FSN 07 (trainee level FCFA 7,424,398 to FCFA 13,310,138)  
FSN 08 (full grade FCFA 9,802,246 to FCFA 17,709,152) In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Benin. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** 05//31/2019 to 03/30/2024
- 7. PLACE OF PERFORMANCE:** Cotonou, Benin, with possible travel as stated in the statement of work
- 8. SECURITY LEVEL REQUIRED:** Prior to joining USAID, the selected candidate will be required to undergo a specific background investigation, a health check to obtain medical clearance and retain an Embassy issued security Certification.
- 9. STATEMENT OF DUTIES** (See Below)

**BASIC FUNCTION OF POSITION**

The Human Resources Assistant serves as a full member of the USAID/Benin EXO Team, performing a variety of Human Resources duties in support of USAID/Benin programs.

The primary assignment is to manage the personnel program of USAID/Benin and serve as the Mission personnel point of contact for all US, FSN and TCN personal services contract (PSC) employees. This involves the management of FSNPSC, USPSC and TCNPSC employment in Benin and the preparation of documentation for grade-level position classification of FSN/USPSC positions, completing a wide variety of personnel actions, administering USAID awards programs, managing the USAID FSN/LE Staff performance evaluation program, and maintaining, organizing, and updating official personnel and contract files. S/he also assists with the recruitment process and provides support in personnel matters relating to USDH. He ensures visas and other related documentations are processed, in coordination with Embassy HR.

The Executive Office is one of the key support unit of USAID/Benin providing essential services in 8 functional areas: (1) Management Analysis and Planning; (2) Human Resources Management; (3) Administrative and General Services including Property Management and Embassy Administrative Support (under ICASS); (4) Information Technology (IT), (5) Unit Security and Safety; (6); Communications and Records; (7) Travel and Transportation, (8) Budgetary Planning.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **a. Recruitment and Position Classification– 30%**

The Human Resources Assistant performs recruitment planning by forecasting FSN/USPSC position vacancies based on changes in Benin programs, anticipated personnel changes, in consultations with the team leaders, EXO and Country Representative, and advises on steps needed to initiate and facilitate recruitment; advises on and assists in implementation of internal transfers and reassignments due to realignment of functions, organizational changes, etc.;

Receives and reviews all requests for the establishment of new and revised position descriptions for accuracy, discussing with requesting office lead (as needed) and Country Representative, as required. S/he requests background information as necessary, works with supervision and HR Support Unit (HRSU) on classification actions, maintains a log of all classification actions, maintains historical files as required by Agency policy.

The Assistant reviews recruitment requests, and seeks additional information as needed and ensure effective and timely recruitment; s/he develops solicitations for approved position vacancies, and posts announcements based on Post policy and assure an adequate pool of candidates; maintains a resource file for classes of positions frequently recruited, to facilitate and expedite the recruitment process; advises internal and external candidates on job requirements; and, advises supervisors of USAID employees qualified for assignment to anticipated vacancies, reviews the resource file for qualified candidates, contacts other organizations to solicit applications for hard-to-fill vacancies.

S/he receives and reviews and screens applications to assure minimum job requirements are met, rates candidates; works with requesting office for selection Committee members; provides instructions and prepares lists of candidates for the Selection Committee to consider; represents EXO on Selection Committee panels, administers approved tests when required, reviews the panel selection memoranda to ensure the selection process is adequately documented and justified, and seeks additional information and/or documents when needed; ensures the preparation of regret letters to unsuccessful candidates. Contacts selected candidates and advises them of the selection decision and needed documents/actions.. In coordination with supervision, the Assistant meets and briefs candidates on the employment or reassignment process and related requirements to ensure smooth and timely processing; reviews and evaluates candidate qualifications and salary history, determines an appropriate salary rates based on qualifications and salary history, advises candidates on benefits, establishes the appropriate salary rate to ensure fairness, benefit to USAID, and compliance with HR and contracting regulations; and, initiates and manages the clearance process, ensuring receipt and preparation of all required forms and/or documents to facilitate and expedite the employment.

**b. Personnel Administration and employees' relation and services – 30%**

The Human Resources Assistant prepares a variety of personnel actions, such as promotion, within-grade increases, separations, etc. as required. The Assistant ensures that necessary information is provided prior to completing actions, and that appropriate backup files are maintained; distributes signed copies to appropriate staff and organizations in a timely manner, and develops and maintains related logs;

Works with Embassy HR to monitor and record changes in Local labor law and Local Compensation Plan; serving as liaison on health and life insurance issues as well as work-related matters, and advises USAID Benin management and FSN/LE Staff employees on new practices and changes.

S/he compiles data and/or documents and updates or revises database systems to produce a variety of reports, including the USAID Benin, Office Staffing Pattern, Supervisory Lists, Vacancy Status Report, Staffing Level Report, etc. The Assistant makes file copies, and distributes copies or posts on the Mission intranet; and, collects information and maintains employee records of the required database to reflect current information, and as needed compiles data and develops special reports using appropriate spreadsheet software.

The Assistant compiles and forwards welcome packages to new employees, may contact offices to assign sponsors, and ensures the provision of information and guidance to the sponsor and new employee's orientation. The Assistant prepares check-in and check out forms for new or separating employees, and reviews to ensure accuracy and thoroughness; collects necessary documents, and processes forms for signature by the EXO;

Assists in administering the Mission Awards Program. Coordinates with each Office for nominations and documentation required on an annual basis. Ensure coordination with financial office for payment and filing of nominations

Coordinates all activities related to the Pension Plan, Severance Plan, and Medical Insurance Plan provided to employees under the Local Compensation Plan. Assists the new FSN employees in completing all necessary documents for insurance coverage under the Local Compensation Plan. Assists employees with submission of claims, refunds, payments and settling of disputes that may arise in coordination with the Executive Office Leader, as required.

Maintains the Mission staffing pattern and ensures quarterly update of the Web-pass staffing pattern as necessary. Maintains up-to-date organizational charts reflecting required data on positions.

Maintains lists and produces periodic and ad hoc reports and memos for EXO, West Africa and Embassy on USAID staff by employment category, authorized dependents lists, etc.

S/he provides information to USDH and USPSC employees, such as information on allowances, home/Country leave, Rest & Recuperation rules and regulations, UAB/HHE limitations, and budgetary restrictions. Coordinates with supervision and Embassy on arrival / departure from the Benin Office

**c. Personal Services Contracting Support – 30%**

The Assistant prepares Personal Services Contracts, including appropriate and necessary Schedules and General Provisions; keeps abreast of actions or changes that warrant contract modifications, determines needed modifications, and works with the supervision to prepare contract modifications as required; drafts and/or revises Schedules to accurately reflect contract terms, or to reflect new regulations and/or requirements, and seeks guidance from supervision, as needed; and, develops budgets for FSN/USPSC/TCN contracts and modifications, and cost estimates for short-term employees on the basis of negotiations and knowledge of required line items and costs, in order to ensure the obligation of adequate funds. In coordination with Benin EXO, the Assistant processes contracts and modifications, ensuring funds are properly obligated; ensures that personnel actions for executed contracts or modifications are issued for payroll and other personnel purposes; monitors termination dates of contracts, notifies managers on due time and either extends, renews, or closes them out; and, assures negotiation memoranda are prepared and properly filed for all FSN/PSC/TCN selections, and assures checklists are complete in compliance with the AIDAR. The Human Resources Assistant ensures that all contracts are accurate, complete, and thorough. As needed, prepares related reports, or has them prepared; and, maintains a reference file of USAID contracting regulations, and searches for updated and additional issuances as necessary to respond to questions from Contracting Officer, managers, employees, or others.

**d. Other – General Services and Administrative Support: - 10%**

The USAID/Benin EXO has limited staff, the EXO, the IT Specialist, the General Service Assistant, the HR Assistant and two Roving Secretaries. The Human Resources Assistant will therefore be responsible for supporting the team and office staff in a range of other administrative area on an as needed basis; areas include support to Travel actions, Administrative Reporting, and liaison with the General Service Assistant on housing, procurement, space and property management. S/he will also perform actions related to visas and supporting letters for training and stays in Benin for staff and Tdyers, as required.

**10. AREA OF CONSIDERATION:**

This job is open to: ECOWAS Cooperating Country National (CCN). Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country. USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

**11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Clemencia Acacha, Bonou, email: [cacacha@usaid.gov](mailto:cacacha@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

### **a. Education:**

Completion of at least two years of university degrees (BTS) in Human Resources Management, Business or public administration is required

### **b. Prior Work Experience:**

Prior Work Experience: A minimum of three years progressively responsible experience in human resources and customer service-related field is required. At least two years of the required experience working in an international or donor organization, in an English-language work environment is required.

### **c. Post Entry Training:**

On-the-job training will be provided; Human Resources Management courses, Personnel Service Contracting training, FSN compensation, Payroll and Benefits courses, GLAAS (Requestor and Buyer roles), training on USAID Human Resources policies and procedures, Position Classification training and other appropriate training the field, subject to course offering and the availability of funds.

### **d. Language Proficiency** *(List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):*

Language Proficiency: Level IV English and French language ability is required. The Assistant is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate the host-country language into correct English, and vice versa. On occasion, the Assistant may be required to act as an interpreter in situations where considerable importance attaches to proper word meaning.

### **e. Job Knowledge:**

Knowledge: Knowledge of local labor law and standard human resources practices applicable to the full spectrum of human resources management, from recruitment through retirement is a must and should be demonstrated in narrative of the application. A thorough knowledge or the ability to quickly gain a thorough knowledge, of Automated Directives System (ADS) Chapter 3FAH – FSN Compensation, FSN Position Classification, FSN Handbook, 3FAM, USAID-specific handbooks and associated agency human resources manuals and regulations is required. A good knowledge or the ability to quickly gain a thorough knowledge, of USG contracting regulations (AIDAR, AAPD, etc.) and procedures is required.

### **f. Skills and Abilities:**

Skills and Abilities: The position requires good organizational skills, tact, good judgment and discretion, compassion, understanding, and an interest in serving people to maintain smooth and effective working relationships with all USAID Benin and Embassy personnel, at all levels. Interviewing and analytical skills to make objective position evaluation decisions and present them concisely are necessary. And, an ability to apply and interpret regulations to current situations is required. Good computer skills in the use of a word processing system, D-base, Excel, and other MS Office applications are needed.

### **III. EVALUATION AND SELECTION FACTORS**

Applications would be assessed during a first screening; those which will not meet the minimum requirements for the position and those who will not follow instructions to present their offer would not be given further consideration. Education will be an eligibility factor.

Note that English Language will be tested for applicants who will meet the requirements for the position. Those who obtain the requisite score in the English test will have their application reviewed by the Technical Evaluation Committee and ranked using the first two evaluation criteria. Those whom the Technical Evaluation Committee selects for interviews will be scored on the three evaluation criteria listed below.

#### **1. Prior Work Experience (30 points)**

Minimum four years of progressively responsible experience as Human Resources Assistant, with emphasis on managing hiring process (from solicitation to organizing interviews, tests, and drafting contract; rather than providing a list of tasks, applicants are encourage to provide concise written details of the work performed that support their work experience, specifically the ones related to the requirement of this solicitation.

#### **2. Knowledge: (35 points)**

Job Knowledge: Ability to manage matters relating to personnel, including classification , salary determination, including budget formulation and review, interpretation of rules and regulations relating to hiring and other aspects (promotion, dismissal, separation, ect); Knowledge of procedure s for the preparation and processing of correspondence, and preparing documents to meet reporting requirements and other responsibilities is required. Ability to draft documents, track the clearance process, monitor and follow through on actions, and interact with USAID and Embassy officials to clarify issues and resolve problem s is required. Proficiency in MS Office applications and ability to quickly master the use of other software to do research online is required.

#### **3. Skills and Abilities: (35 points)**

Strong analytical and interpretation of regulation ski lls are necessary. Must be able to obtain, analyze, and evaluate regulation and information to prepare concise, accurate analyses, written reports and other documents received. Strong planning, organizational and management skills, including ability to multitask and perform under pressure to meet deadlines are required. Must have a high level of attention to detail and initiative. Must have strong interpersonal skills and ability to work within a team. Ability to work under limited supervision to get results is also important to this position.

### **IV. PRESENTING AN OFFER**

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. Applications should be **in English. Only** electronic submissions are accepted. **Please do not send hard copies.**

Applicants must submit a CV, an OF-612 form and should write a cover letter. **Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position. Applications **must include the names and contacts information for at least three references**. At least one should be the current immediate supervisor or have been an immediate supervisor. USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <https://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact us at [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha Bonou at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

**IMPORTANT NOTE:** Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

Please reference the number of this solicitation when sending your application. Submissions must be made via e-mail and MUST be PDF format. Electronic submissions should be sent to: [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha Bonou at [cacacha@usaid.gov](mailto:cacacha@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your e-mail application. Applicants are requested to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the CO informs the successful Offeror about being selected for a contract award, the successful applicant will be provided instructions about how to complete and submit the following forms.

- Security Questionnaire for Locally Employed Staff
- Application for Employment Locally Employed Staff or Family Member (DS-174 form)
- Medical History and Examination Form (Department of State Forms)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

### **1. BENEFITS:**

- Medical insurance
- Annual leave
- Holiday leave

## **2. ALLOWANCES (as applicable):**

- Education allowance

## **3. COMPENSATION**

The position grade is FSN 08. However, compensation might be negotiated at trainee level within the range of the market value at Grade FSN-07 based upon the candidates past salary. Applicants falling at the FSN 07 will receive an annual salary increase of one step each year up to the maximum step of grade FSN 07 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Country Representative, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-08 after one year, if their performance is rated more than fully successful. Applicants falling at the FSN 08 will receive an annual salary increase of one step each year up to the maximum step of grade FSN 08 upon fully successful performance.

Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.

## **VII. TAXES**

Taxes calculation and payment are made as per the local compensation plan.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>

[The CO must check <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDs/CIBs apply and insert the relevant text as required.]

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGES%20Regulations>